USAMA MUGHAL

CONTACT DETAILS

+92 311 8085348

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usama.3068@gmail.com

Sector 34/1, Korangi 3

ACQUAINTED WITH

Limton - ERP

MS Office

Oracle - ERP

SKILLS SUMMARY

Time Management

Team Player

Communication

Problem Solving

Stress Management

ACHIEVEMENTS

- Arranged quotation before the deadline several time
- Maintained relationships with DHL concerns to solve dispatch related issues in real time
- Aligned policies, procedures and frameworks with the team for all merchandising related activities to deliver best proactive merchandising solutions
- Negotiated huge discounts on many orders
- Implement incentive policy for the department aligned with the KPIs

PERSONAL PROFILE

To get a challenging position in reportable organization where I could utilize my skills and achieve milestone in the business field.

EMPLOYMENT SUMMARY

MERCHANDISER

Artistic Apparels Pvt Ltd. | Oct 2019 - Present

- Responsible for ordering trims for H&M, Jack & Jones and Zara Kids
- Handle CRF, SMV and thread consumption as per buyer
- Responsible for ordering fabric for H&M, Jack & Jones and Zara Kids
- Dispatch samples timely as per buyer's requirement
- Nurturing relationships with suppliers to negotiate cost savings
- In conjunction with the procurement and IEE dept. to arrange SMV with thread consumption and to get trims and fabric in-house timely
- Proactively coordinate with sampling department, GGD, washing department and R&D.

HUMAN RESOURCE OFFICER

Artistic Apparels Pvt Ltd. | June 2017 - Oct 2019

- Employees hiring and firing
- To look after all affairs related to “time management"
- Preparing daily presence & absents report
- Making all employees personnel files
- Preparing of sessi and EOBI sheets
- Any other job assigns by manage
- Preparation the department according to audit require
- Two years’ experience HR dept.as a Limton operator

ASSISTANT CENTRAL STORE - MAZA UNIT 15

Soorty Enterprise Pvt Ltd. | 2016 - 2017

- Issuance and receiving of fabric
- Transferring fabric to other units

ASSISTANT DATA ENTRY OFFICER

Suzuki South Pvt Ltd. | 2015 - 2016

- Worked as an assistant data entry officer

CREDENTIALS

BACHELOR OF BUSINESS ADMINISTRATION

Ilma University

2020 - In progress

HSC

Karachi Intermediate Board

2014 - 2016

SSC

Karachi Intermediate Board

2014